

<b>CITY OF THE COLONY</b> Status: Non-Exempt Prepared By: Recreation Manager	<b>SPECIAL EVENTS COORDINATOR</b>	<b>PARKS &amp; RECREATION DEPARTMENT</b>  Revised: 10/2006
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### **JOB SUMMARY**

Under the supervision of the Recreation Manager, the Special Events Coordinator develops, implements and promotes a variety of special events and activities for the community. This position is responsible for soliciting sponsorships, managing volunteers, seeking partnerships and developing marketing strategies to produce high quality events. This position is responsible for providing high quality customer service in all personal interactions with the public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop, implement and promote a variety of special events and activities for the community.
2. Solicit sponsorships from businesses and corporations to offset event expenses.
3. Seek partnerships and maintain existing partner relationships to allow for the sharing of resources.
4. Interact with other agencies for innovative and creative events and activities.
5. Prepare flyers, brochures, news releases, and other promotional materials as part of a comprehensive marketing strategy for events and activities.
6. Communicate effectively and courteously with customers, vendors, media and staff in person, in writing, via e-mail or telephone.
7. Recruit, train, schedule, motivate, monitor and evaluate seasonal, contractual and volunteer staff.
8. Must have flexible work schedule to be able to work days, evenings, weekends or holidays (as necessary) and occasional overnight travel.
9. Prepare monthly reports including performance/activity measures and event recap reports.
10. Assist with budget preparation, monitoring of expenditures and preparation of payment authorizations.
11. Assist in monitoring activities at the Recreation Center, answer phones, check-out equipment, manage customer requests and assist patrons.
12. Maintain accurate forms and records of operations.
13. Prepare incident, accident and damage reports.
14. Assists manager with other duties as assigned.
15. Ability to carry, push, pull, lift or hold up to 60 pounds of equipment or furniture.
16. May be required to work in extreme weather conditions for events and activities.
17. Sits for extended periods of time at desk using the computer.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership.

2. Ability to use good judgment in handling complaints, altercations and emergency situations.
3. Skilled in written communications with a capacity for attention to detail.
4. Working knowledge of computer system and software, fax machine and copier.
5. Knowledge of federal, state and local laws and regulations as applies to departmental procedures.
6. Ability to be creative, a self-starter and work with minimum supervision.
7. General knowledge of various recreational games and activities.
8. Working knowledge of RecTrac, Microsoft Word, Excel, Access and Power Point, CorelDRAW and/or other various software applications.

### **EDUCATION, EXPERIENCE AND CERTIFICATION**

1. Degree in recreation or related field, plus two years experience in developing, implementing and promoting special events and activities, or any combination of education and experience equivalent.
2. Valid Texas drivers license.
3. CPR/1<sup>st</sup> Aid certification or ability to obtain certification within 30-days of employment.

### **CERTIFICATION**

Employee Signature:

Date Signed:

Immediate Supervisor  
and/or Department Head:

Date Signed: